

Overview of WELL organization (2020 version)

1. Meet to **Review** previous retreat: finances and organization and start planning for the next year. List any planned organizational changes and set out roles for the coming year.

- Overall coordination / contact with NVEC
- Computer and Website management
- Overview of Program content
- Creating documents / English & Japanese
- Production of Handbook and name badges
- Payment and Accounting
- Co-ordination of volunteers
- Entertainment

2. **Plan** the program theme & format, discuss & contact potential invited speakers. Decide deadlines for submissions & booking. Post advance information on website & FB page. Look for & talk to potential presenters. Ideally have speakers finalized before the summer - or right after if not possible - print new meishi/flyers for on-going advertising.

3. Check **Proposals**: contact applicants & get/give translation help if necessary
Make sure student applicants are supervised
Meet (&/or share on-line) to decide who to accept and work out the program details
Look for additional presenters if needed
Create a basic flyer in time for JALT
Advertise widely in person, to relevant publications & organizations and on-line
Contact NVEC if necessary to update seminar room requirements
Reply to presenters with rough timing and co-ordinate equipment needs

4. **Detailed Planning**: Before the year-end start to organize volunteers for on-site help:
 - Check in desk - Fri, Sat and Sun
 - Setting up the meeting room - and clearing up afterwards
 - Running evening activities (Fri activities, book share, etc)
 - Shopping for evening get-togethers
 - Collecting keys - Sat & Sun
 - Setting up equipment for speakers
 - Introducing & monitoring speakers (give a list of things to cover)
 - Setting up the room with hot water for drinks
 - Opening and closing the tea-room on Sat afternoon
 - Helping with WELL-Played
 - Taking care of invited speakers (meet, guide & pay)
 - Interpreting for speakers
 - Child care assistance if necessary

5. **Bookings**: Confirm bookings and handle any questions
Create lists for check in, meal ticket allocation, room allocation
name badges, MCs for each presentation, other volunteers
Make sure details are updated after all additions & cancellations

6. **Contact with NVEC**: Send a selective list of program items early to ensure our status
Contact with equipment requirements in advance
Send the booking numbers by the deadline they set
Update with additions and cancellations by phone **& in writing**
Likewise with numbers for meals - **confirm who you spoke to!**
Co-ordinate with NVEC in case of food allergies - confirm pricing
Book the following year after checking any closure dates

Main Areas of WELL work:

some areas can be shared but need good coordination & teamwork + communication.

- A. Overall coordination:** call meetings, keep agenda & meeting notes, keep an eye on all jobs & deadlines, hold review meeting after WELL

- B. Contact with NEWC:** reserve meeting rooms, discuss meal provision, send in gaiyo 概要, keep on top of cancellation dates, send in rooming list

- C: Program planning:** gather ideas, look for & communicate with speakers and presenters, coordinate equipment needs, get translation help if necessary

- D: Manage website:** put up info, run systems to accept proposals & registration

- E: Meetings and Entertainment:** MC the first night, prepare ice-breaking, organize WELL played, arrange WELL gathering, shop for supplies for evening gatherings etc.

- F: Communicate with Attendees:** post on FB & ML,, send acceptance after registration, deal with or farm our farm out enquiries, send joining letter

- G: Document production:** wording of adverts, program details for handbook, info before arrival, questionnaires, create rooming list for NWECC

- H: Finances:** hold the funds in cash or bank, handle payments in & out, pay NWECC

- I: Volunteers:** maintain & update list of jobs for each year, contact people who volunteer on registration